

BUCKSPORT TOWN COUNCIL MEETING
7:00 P.M., THURSDAY, MAY 23, 2019
TOWN COUNCIL CHAMBERS – BUCKSPORT TOWN OFFICE
AGENDA

- 1. Call Meeting To Order**
- 2. Roll Call**
- 3. Presentation of any Town Council Recognitions**
- 4. Consider minutes of previous meetings**
 - a. Town Council Minutes 5/09/19
 - b. Infrastructure & Property Committee Minutes 5/09/19
 - c. Town Council Minutes 6/9/16
 - d. Town Council Minutes 6/30/16
- 5. Receive and review correspondence and documents**
 - a. Downeast Transportation Ridership Report April 2019
- 6. Ordinances to Consider/Introduce**
- 7. Discussion Items (Manager Clarification and Direction, or Council Discussion and/or Input on Issues)**
 - a. Infrastructure Committee Update
 - b. Maine Water Exemption Extension Discussion
- 8. Agenda Items**
 - a. To approve Resolve 2019-47 to abate uncollectible personal property taxes
 - b. To approve Resolve 2019-48 to approve the expenditure of funds from Public Safety Building Reserve to install garage door sensors
 - c. To approve Resolve 2019-49 to approve ambulance bill abatements
 - d. To approve Resolve 2019-50 to convert Zerosort to Coastal
 - e. To approve Resolve 2019-36 to approve bay heater replacements in the Public Safety Building
- 9. Resignations, Appointments, Assignments, and Elections**
- 10. Approval of Quit Claims, Discharges, and Deeds**
- 11. Town Manager Report**
- 12. Set Public Hearings, and/or Hold Public Hearings and Approval of any Licenses or Permits**
 - a. Public Hearing – Article 4, Weight Limits & Restrictions
 - b. Public Hearing – Council Rules Update
 - c. Public Hearing – Proposed Charter Change – Attendance
 - d. Warrant & Notice of Election RSU #25
- 13. Discussion of Items Not on the Agenda for Council and Public**
- 14. Upcoming Public Hearings, Designation of Topics for Committee Assignment, and Scheduling of Committee Meeting**
 - a. Infrastructure
 - b. Set Public Hearing for Budget Adoption
- 15. Budget Review**
 - a. Overall Review
- 16. Adjournment**

MINUTES OF REGULAR MEETING – BUCKSPORT TOWN COUNCIL – MAY 9, 2019

4a

1. Call Meeting To Order

Mayor Stewart called the meeting to order at 7:00 p.m.

2. Roll Call

Councilors Present: Mark Eastman, Paul Bissonnette, David Kee, Peter Stewart, Daniel Ormsby, Paul Gauvin, Robert Carmichael, Jr.

Councilors Absent: None

3. Presentation of any Town Council Recognitions

a. Heart & Soul – Legislative Sentiment

Town Manager Lessard recited a sentiment from Senator Kimberly Rosen and the Maine Legislature honoring Heart & Soul; a group that collects individual and group values, interests, and dreams from all members of the community in order to guide decisions for Bucksport.

4. Consider minutes of previous meetings

- a. Town Council Minutes 4/25/19
- b. Town Council Minutes 7/2/15
- c. Town Council Minutes 7/9/15
- d. Town Council Minutes 7/30/15
- e. Town Council Minutes 8/11/15
- f. Town Council Minutes 8/13/15
- g. Town Council Minutes 8/18/15
- h. Town Council Minutes 8/19/15
- i. Town Council Minutes 8/27/15
- j. Town Council Minutes 9/10/15
- k. Town Council Minutes 9/24/15
- l. Town Council Minutes 10/7/15
- m. Town Council Minutes 10/8/15
- n. Town Council Minutes 10/29/15
- o. Town Council Minutes 11/16/15
- p. Town Council Minutes 12/10/15
- q. Town Council Minutes 3/17/16
- r. Town Council Minutes 3/24/16
- s. Town Council Minutes 4/7/16
- t. Town Council Minutes 4/14/16
- u. Town Council Minutes 4/21/16
- v. Town Council Minutes 4/28/16
- w. Town Council Minutes 5/12/16
- x. Town Council Minutes 5/26/16

Councilor Gauvin moved and Councilor Ormsby seconded to approve the above listed minutes.

Motion Passed 7-0

5. Receive and review correspondence and documents

- a. Police Call to Verona – 4-27-19 – *Noted.*

MINUTES OF REGULAR MEETING – BUCKSPORT TOWN COUNCIL – MAY 9, 2019

6. Ordinances to Consider/Introduce

- a. Second Reading – Article 4, Weight Limits & Restrictions
- b. Second Reading – Council Rules Update
- c. Second Reading – Proposed Charter Change - Attendance

*Councilor Gauvin moved and Councilor Ormsby seconded to hold a public hearing for all three of the above listed readings at the next meeting on May 23. **Motion Passed 7-0***

7. Discussion Items (Manager Clarification and Direction, or Council Discussion and/or Input on Issues)

- a. Infrastructure Committee Update

Councilor Carmichael gave the Council an update on behalf of the Infrastructure Committee. The committee was given a presentation by Lewis & Malm Architecture detailing the historical society building project. They also discussed the town's trash trailer repair proposal and the Route 46 plowing contract. A request for benches/bathroom facility on the Miles Lane Trails and a request for a purchase of property on the Racecourse Road will be discussed at the next meeting on May 23.

- b. \$235,000 loan to RSU 25 (Approved as Resolve 2019-19)

Town Manager Lessard explained that the \$235,000 loan from the town to RSU #25 has already been voted on, and that this agenda item was simply a courtesy to the Council letting them know that RSU #25 has completed all the necessary requirements to receive the funds.

8. Agenda Items

- a. To approve Resolve 2019-45 for refurbishing the trash hauling trailer at the Transfer Station

*Councilor Carmichael moved and Councilor Ormsby seconded to approve Resolve 2019-45. **Motion Passed 7-0***

- b. To approve Resolve 2019-46 to award the Route 46 winter maintenance contract

*Councilor Gauvin moved and Councilor Bissonnette seconded to approve Resolve 2019-46. **Motion Passed 7-0***

9. Resignations, Appointments, Assignments, and Elections

None at this time.

10. Approval of Quit Claims, Discharges, and Deeds

- a. Brenda Snow Gamble, Map 32 Lot 60, tax liens 2013-2017
- b. Gary & Lisa Garzarelli, Map 5 Lot 35, tax liens 2014-2017
- c. (Heirs of) Kevin Low, Map 19 Lot 46, tax lien 2016
- d. Erin Marshall, Map 43 Lot 7, tax lien 2017
- e. Erin Marshall, Map 43 Lot 7-1, tax lien 2017
- f. Erin Marshall, Map 43 Lot 8, tax lien 2017
- g. Max Corwin & Katherine Corwin, Map 1 Lot 92, 2012 Sewer Lien

Councilor Gauvin moved and Councilor Ormsby seconded to approve the above listed Quit Claim

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Deeds. Motion Passed 7-0

11. Town Manager Report

A copy of the Town Manager's Report is attached hereto and is made apart of these minutes.

12. Set Public Hearings, and/or Hold Public Hearings and Approval of any Licenses or Permits

a. Innkeepers License – Bucksport Motor Inn

Councilor Gauvin moved and Councilor Eastman seconded to approve the renewal of the innkeeper's license for the Bucksport Motor Inn. Motion Passed 6-1 (Kee)

b. GRR, Inc. Extension of Liquor License

Councilor Carmichael moved and Councilor Gauvin seconded to approve the extension of liquor license for GRR, Inc. Motion Passed 7-0

c. Subway, Food Service Business License

Councilor Ormsby moved and Councilor Gauvin seconded to approve the renewal of the food service's license for Subway. Motion Passed 7-0

d. Public Hearing – Katherine Warren d/b/a Warren's Waterfront Restaurant, Inc. Liquor License

Mayor Stewart opened the public hearing at 7:20 p.m. Councilor Gauvin questioned whether the restaurant will be open year-round, to which Mrs. Warren replied that it would. Mayor Stewart closed the public hearing at 7:21 p.m. Councilor Gauvin moved and Councilor Ormsby seconded to approve the first-time business license and liquor license for Warren's Waterfront Restaurant. Motion Passed 7-0

Brook Minner approached the Council for permission to hold a fundraising dinner for Main Street Bucksport on land near the town gazebo. She explained that the event will be a seated dinner where alcohol will be served. Mayor Stewart expressed concern with the lack of security at the event. Councilor Carmichael moved and Councilor Gauvin seconded to grant permission to Main Street Bucksport to hold the fundraising dinner on the land near the town gazebo. Motion Passed 4-3 (Bissonnette, Stewart, Ormsby)

13. Discussion of Items Not on the Agenda for Council and Public

Economic Development Director Rich Rotella congratulated Katherine and David Warren on the soon-to-be opening of their new restaurant located in what was formerly the Harbor View Grille. He also explained to the Council that he had attended a poetry contest at one of the local schools, and praised the students for their hard work and achievements.

Councilor Kee encouraged the Council to support small businesses in town and make them feel welcome.

Resident Donald White approached the Council and stated that Silver Lake Stables will be donating used grain bags for the trash cleanup day. He further stated that the group interested in banning single-use plastic bags will be showing the free film, "Bag It The Movie: Is Your Life Too Plastic" at the Bucksport

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United Methodist Church on May 14. He further stated that they will also be showing the film on May 24 at the Lighthouse Arts Center.

Town Manager Lessard updated the Council on the abatement request submitted by AIM. She explained that the appraisal came back, and that the town has abated \$10 million in value for the 2018-2019 tax year.

Larry Wahl approached the Council and stated that he has started doing some site work at Wilson Hall, and that he hopes to start on the interior soon.

14. Upcoming Public Hearings, Designation of Topics for Committee Assignment, and Scheduling of Committee Meeting

- a. Infrastructure – Next meeting will be May 23 at 6:30 p.m.

15. Budget Review

- a. Education

RSU #25 Superintendent Jim Boothby presented the Council with the district's proposed school budget. He encouraged all present to attend the District Budget Meeting, which will be held in the Bucksport Middle School Auditorium at 7:00 p.m. on May 29.

- b. Outside Agency Funding

The Council established the level of funding that they will be granting to various community and social agencies. They are:

<i>Name</i>	<i>Amount Request</i>	<i>Council Decision</i>
<i>Buck Memorial Library</i>	<i>\$14,000</i>	<i>\$14,000</i>
<i>Friends of Fort Knox</i>	<i>\$1,800</i>	<i>\$1,800</i>
<i>Bucksport Bay Area Chamber of Commerce</i>	<i>\$9,000</i>	<i>\$9,000</i>
<i>Bucksport Bay Festival</i>	<i>\$15,000</i>	<i>\$12,327</i>
<i>Wednesday's on Main</i>	<i>\$4,000</i>	<i>\$4,000</i>
<i>Main Street Bucksport</i>	<i>\$20,000</i>	<i>\$20,000</i>
<i>Downeast Community Partners</i>	<i>\$31,629</i>	<i>\$1,500</i>
<i>Bucksport Community Concerns</i>	<i>\$4,500</i>	<i>\$4,500</i>
<i>Downeast Transportation</i>	<i>\$3,592</i>	<i>\$3,592</i>
<i>Eastern Area Agency on Aging</i>	<i>\$2,500</i>	<i>\$1,000</i>
<i>Child Care Center</i>	<i>\$2,000</i>	<i>\$2,000</i>
<i>Bucksport Healthy Communities Coalition</i>	<i>\$15,000</i>	<i>\$0.00</i>
<i>Senior Citizens' Group</i>	<i>\$6,000</i>	<i>\$6,000</i>
<i>Yesterday's Children</i>	<i>\$300</i>	<i>\$0.00</i>
<i>Hospice of Hancock</i>	<i>\$1,000</i>	<i>\$1,000</i>
<i>Community Health & Counseling Services</i>	<i>\$2,273</i>	<i>\$0.00</i>
<i>Lifeflight Foundation</i>	<i>\$1,231</i>	<i>\$1,231</i>
<i>HOME</i>	<i>\$5,000</i>	<i>\$5,000</i>
<i>Maine Family Planning – WIC</i>	<i>\$4,815</i>	<i>\$500</i>
<i>Families First Community Center</i>	<i>\$1,000</i>	<i>\$0.00</i>
<i>Red Cross</i>	<i>\$2,500</i>	<i>\$2,500</i>

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<i>Home Health Hospice – EMHS</i>	<i>\$250</i>	<i>\$250</i>
<i>Open Door Recovery Center</i>	<i>\$1,000</i>	<i>\$500</i>
<i>Health Equity Alliance</i>	<i>\$500</i>	<i>\$0.00</i>
<i>TOTALS</i>	<i>\$148,890</i>	<i>\$90,700</i>

c. Overall Review

Town Manager Lessard gave a presentation giving an overall review of the budget.

Councilor Carmichael questioned where we stand on expanding our internet service, to which Town Manager Lessard responded that it's an ongoing project.

16. Adjournment

Councilor Gauvin moved and Councilor Kee seconded to adjourn the meeting at 9:45 p.m. Motion Passed 7-0

ATTEST: 
Jacob R. Gran, Town Clerk

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BUCKSPORT INFRASTRUCTURE & PROPERTY COMMITTEE MEETING
6:00 P.M., THURSDAY, MAY 9, 2019
BUCKSPORT TOWN OFFICE
MINUTES

1. **Call meeting to order** – The meeting was called to order by Chairman Carmichael at 6 p.m.
2. **Roll Call** – Members Present: Robert Carmichael, Jr. , Paul Bissonnette, Paul Gauvin
3. **Historical Society Building Project Proposal** – Charles Early of Lewis & Malm Architecture present information on the proposal to relocate and renovate the historical society building. The Council had approved the expenditure of \$5,000 for preliminary design services for the project. Mr. Early described the proposal which included moving the building closer to Main Street, putting a new ‘first floor’ under the building for public bathrooms and museum space for a papermaking exhibit, upgrading the building interior to include heating and climate control, creating a handicapped accessible path from Main Street to the waterfront. The next step for this proposal will be to discuss funding, staffing and how the upgraded facility would get funded.
4. **Trash trailer repair proposal** – The second trash trailer that hauls our solid waste to the facility in Hampden needs repairs. The other trailer was done in 2017. It is the most cost effective way to get a few more years out of the trailer. Motion by Paul Gauvin, seconded by Paul Bissonnette, to recommend to the Council that this item be approved. Vote: 3-0.
5. **Route 46 Plowing Contract** – The Town Manager presented the three bids that has been received for the Route 46 winter maintenance contract. Because one of the bidders is related to the Public Works Director, she had also requested a legal opinion from Maine Municipal Association to make sure that there would be no conflict of interest. Since the PW Director has no legal interest in the company owned by the bidder, the contract is awarded by the Council, it was a sealed bid process, and the contract is the same one that has been in place for many years, no conflict was found. Motion by Paul Gauvin, Seconded by Paul Bissonnette to recommend to the Council that the Route 46 Plowing contract for 19-20 go to Lanpher Excavating, LLC for \$78,700. Vote 3-0.
6. **Request for benches/bathroom facility Miles Lane Trails** – tabled until next meeting
7. **Request for purchase of property – Racecourse Road** – tabled until next meeting.
8. **Adjournment** – Motion by Paul Gauvin, seconded by Paul Bissonnette to adjourn at 7 p.m. Vote 3-0.

Respectfully submitted,

Susan Lessard, Town Manager

4 C

BUCKSPORT TOWN COUNCIL MEETING
7:00 P.M., THURSDAY, JUNE 9, 2016
TOWN COUNCIL CHAMBERS – BUCKSPORT TOWN OFFICE

1. Meeting was called to order by Mayor Keene at 7:00 P.M.
2. Members present: Joseph York, Paul Rabs, David Kee, David Keene, Paul Gauvin and Robert Carmichael Jr. Member Absent: Peter Stewart.
3. **Presentation of any Town Council Recognitions**
 - a. **John Gavelek – Lifesaving Recognition – May 1, 2016**
 - Town Manager, Susan Lessard presented John Gavelek with the Lifesaving award for his bravery on May 1st on saving a man's life from the Penobscot River. This award was nominated by Sgt. David Winchester. Also, Fire Chief Craig Bowden and Patrolman Daniel Harland both received the bravery award from Maine State Police on Safety in response to a different incident on the Penobscot River. Town Manager said that the Town of Bucksport is very fortunate to have the level of excellence service, well trained, dedicated and caring employees at Public Safety on a daily basis.
4. **Consider minutes of previous meetings**
 - Council meeting minutes tabled for March 17th, 24th and April 7th, & 14, 2016 until next Council meeting.
5. **Receive and review correspondence and documents**
 - a. Downeast Transportation Ridership – May 2016
 - Town Manager briefly reviewed the month of May 2016 Ridership program.
 - b. Weekly Construction Summary – 5/27/16
 - Town Manager briefly reviewed the weekly construction summary noting what work has been completed for the week of May 23rd and plans for following week May 30th. All on target and going well.
6. **Public Hearings**
 - a. 2016 General Fund Budget
 - Town Manager gave a quick overview noting this budget does not include funding Finance Director, possible increase Insurance Benefits, no increase mil rate-stays the same. However it restores reserve funding and shows increase in Social Services.
 - Councilor York suggested maintaining the budget the same as last year. Both Councilor Gauvin and Mayor Keene agrees.
 - b. 2016-17 Sewer Budget
 - Town Manager reviewed Sewer Budget noting the sewer rates will not change, sewer users pay the rates quarterly. The only item in the budget is debt service.
 - Councilor Carmichael, Jr. suggested continuing to study sewer rates.
 - Town Manager also suggested studying the Sewer Ordinance.

- c. 2016-17 Marina Budget
 - Town Manager indicated that the Marina supports itself by user fees, and is not included in the budget.
 - Town Manager also discussed the idea of hiring someone to run the Marina. Funds are in the Marina budget to support this.
 - Councilors discuss the idea of adding more slips for docking space
- d. 2016-17 Capital Improvement Budget
 - Town Manager noted that CIP is included in part of the General Budget to fund Appropriations from Undesignated Fund Balance \$160,000 to do projects that was delayed from last year's budget when no funding was designated.

7. New Ordinances to Consider/Introduce - None

8. Discussion Items (Manager Clarification and Direction, or Council Discussion and/or Input on Issues)

- a. 1861 State Route 46 – Foreclosure/Code Violations
 - Town Manager said Mr. French had contacted her to redeem property. A previous agreement was made outlining the needs and payment schedule. Mr. French has been unsuccessful, and bringing it to the Council for advice. The Town has legal ownership for years 2011, 2010, 2009, 2008, made a payment in 2013.
 - Jeff Hammond, CEO presented pictures of several violations that have not been met to date and asking for Council advice also. Jeff indicated that trash is one of the neighbor's concerns and worried that eventually will contaminate the soil on his property as Keith has a small backhoe on sight and is burying debris out back of his house.
 - Keith French spoke of hard times and asked for two (2) months more to clean up his property.
 - Council Members asked numerous questions and indicated that the town is not in the business of taking people's property. (see attachment for further information)

It was motioned by Mayor Keene, seconded by Councilor Gauvin and unanimously voted to grant Keith French 30 days to clean up trash on property.

- b. Dilapidated buildings - CEO
 - 1. 2 Noel Way
 - Jeff Hammond, CEO reviewed the building noting repairs that have been done, still working on the building, no further action is required.
 - 2. 51 Main Street
 - Jeff Hammond, CEO indicated that the owner of property assured him the garage attached to the home will be taken down by the end of September.
 - 3. 14 Buck Street

-Jeff Hammond said the owner of the property wants to enter into a sales agreement with Wayne Hansom and he will renovate the building. Jeff will need formal action to be in compliance.

It was motioned by Mayor Keene, seconded by Councilor Gauvin to table item until second meeting in September.

c. Spirit of America Volunteer Recognition Program

-Town Manager suggested recognizing Talbot (Tim) Emery, former Recreational Director as he has put in over 40 years with the Town of Bucksport and has volunteered many hours.

It was motioned by Councilor Kee, seconded by Councilor Carmichael, Jr. and unanimously voted to recognize Talbot (Tim) Emery with the Spirit of America Volunteer Recognition Program award.

d. Bid Results – Sewer/Water Line Installation – Heritage Park

-Town Manager reported receiving one bid from Sargent Corporation in the amount of \$146,000. This amount only covers labor cost, the town supplies all the material.

-Duane Nadeau, Public Works Director reviewed the bid noting we have three options: (a) award contract to Sargent; (b) Highway Department do the job; (c) or not do the project at all. Duane indicated that if the Highway Department does the job, he could save the town approximately \$70,000 but he is limited with employees and would have to stop mowing sides of roads and cemeteries.

-Duane also noted that this project was being handled through the previous Economic Development Director and this is phase II of the project.

-Council members were all in agreement to pursue with the Highway Department doing the job and getting it done.

9. Agenda Items

- a. To approve resolve R #2016-70 to approve the General Fund Budget for 2016-17 in the amount of \$5,161,929

It was motioned by Councilor Carmichael, Jr., seconded by Councilor Gauvin and unanimously voted to approve resolve R#2016-70 with a decrease in Social Services bringing the amount for General Fund Budget for 2016-17 to \$5,151,444.

- b. To approve resolve R #2016-71 to approve the Sewer Budget for 2016-17 in the amount of \$888,638

It was motioned by Councilor Gauvin, seconded by Councilor Carmichael, Jr. and unanimously voted to approve resolve R-#2016-71.

- c. To approve resolve R #2016-72 to approve the Marina Budget for 2016-17 in the amount of \$89,432

It was motioned by Councilor Gauvin, seconded by Councilor Kee and unanimously voted to approve resolve R-#2016-72

- d. To approve resolve R #2016-73 to approve the Capital Improvement Budget for 2016-17 in the amount of \$460,500

It was motioned by Councilor Gauvin, seconded by Councilor Carmichael, Jr. and unanimously voted to approve resolve R-#2016-73.

- e. To approve resolve R #2016-74 to set sewer user rates for the period July 1, 2016 through June 30, 2017

It was motioned by Councilor Gauvin, seconded by Councilor Carmichael, Jr. and unanimously voted to approve resolve R-#2016-74.

- f. To approve resolve R #2016-75 to set the date when taxes are due and payable

It was motioned by Councilor Gauvin, seconded by Councilor York and unanimously voted to approve resolve R-#2016-75.

- g. To approve resolve R #2016-76 to set interest rates to be paid for taxes unpaid

It was motioned by Councilor York, seconded by Councilor Gauvin and unanimously voted to approve resolve R#2016-76.

- h. To approve resolve R #2016-77 to award the sewer/water line installation project at Heritage Park.

No resolve, no vote.

10. Resignations, Appointments, Assignments, and Elections - None

11. Approval of Quit Claims, Discharges, and Deeds

- a. Crystal Colson & Margaret Hagerthy – Map 21 Lot 1

It was motioned by Councilor Carmichael, Jr. seconded by Councilor Gauvin and unanimously voted to approve Quit-claim Deed for Crystal Colson & Margaret Hagerthy, Map 21 Lot 1.

12. Town Manager Report

- a. Department Head Reports
-Any questions/problems with Department Head Reports, please see Department Head or Town Manager

b. Town Manager's Report

-Town Manager's report is hereby attached to and made a part of the minutes.

13. Set Public Hearings, and/or Hold Public Hearings and Approval of any Licenses or Permits

It was motioned by Councilor Gauvin, seconded by Councilor Carmichael, Jr. and unanimously voted to approve Miscellaneous License for Bucksport Bay Area Chamber of Commerce, f/b/o Pixie Hallow Hoopla, July 17, 2016 at Gazebo/Town Dock area from 11:00am to 5:00 pm.

It was motioned by Councilor Gauvin, seconded by Councilor Kee and unanimously voted to approve Victualer License for Andrew Lacher, d/b/a Bookstacks Inc.

It was motioned by Councilor Gauvin, seconded by Councilor Kee and unanimously voted to approve Victualer License for Jin Ming Chen, d/b/a Ming's Garden.

It was motioned by Councilor Kee, seconded by Councilor Gauvin and unanimously voted to approve Victualer License for Jennifer Johnson, d/b/a Pebblestone Farm.

It was motioned by Councilor Gauvin, seconded by Councilor Kee and unanimously voted to approve Victualer License for John Russell, III, d/b/a Subway Sandwiches & Salads.

14. Discussion of Items Not on the Agenda for Council and Public

-Citizen Christopher Johnson spoke about a meeting on June 20th at 6:00 P.M. at the Arey Center on the River Road regarding the Friends of Silver Lake. In attendance will be either Rick Knowlton or Dave Michaud from Maine Water to answer questions or concerns. All interested parties should attend.

15. Upcoming Public Hearings, Designation of Topics for Committee Assignment, and Scheduling of Committee Meeting

- a. Request for Finance Committee to discuss 36 Elm Street Request to purchase part of lot

-Finance Committee meeting on July 6, 2016 at 6:00 P.M.

Adjournment

It was motioned by Councilor Gauvin, seconded by Councilor Carmichael, Jr. and unanimously voted that the meeting be adjourned.

Meeting adjourned at 9:59 P.M.

Respectfully submitted,

Kathy L. Downes
Council Secretary

4d

BUCKSPORT TOWN COUNCIL MEETING
7:00 P.M., THURSDAY, JUNE 30, 2016
TOWN COUNCIL CHAMBERS – BUCKSPORT TOWN OFFICE

1. Meeting called to order at 7:00 P.M. by Mayor Keene.
2. Members Present: Joseph York, Paul Rabs, David Kee, David Keene, Paul Gauvin and Robert Carmichael, Jr. Member Absent: Peter Stewart.
3. **Presentation of any Town Council Recognitions**
 - a. **Talbot M. 'Tim' Emery – Spirit of America Volunteer Recognition**
-Town Manager presented the "Spirit of America Volunteer Recognition to Talbot M. "Tim" Emery for his numerous hours of volunteerism for the Town of Bucksport, not to mention his 40+ years as an employee.

4. **Consider minutes of previous meetings**

It was motioned by Councilor Gauvin, seconded by Councilor Carmichael, Jr. and unanimously voted to approve Town Council meeting minutes of March 17th, 24th, April 7th and 14th, 2016 as presented.

5. **Receive and review correspondence and documents**

- a. Olver Associates – Construction Meeting Minutes 6-15-16
-Town Manager briefly reviewed the Wastewater Treatment Plant meeting minutes noting the work progress last month, work schedule for next month, payment requisition, comments from Engineer, Owner, Contractor, RD and change order summary. See Attachment
- b. Weekly Construction Summary – 6/17/16
- c. Weekly Construction Summary – 6/24/16
-Town Manager reviewed the worked completed week of June 13th, work scheduled for week of June 20th, work completed week of June 20th and work scheduled for week of June 27th, 2016. See Attachment

6. **Public Hearings** - None

7. **New Ordinances to Consider/Introduce** - None

8. **Discussion Items** (Manager Clarification and Direction, or Council Discussion and/or Input on Issues)

- a. Flag Point Concert – July 1st 7-9 p.m.
-Town Manager reported live music featuring "Random Ideas" on Friday Night July 1st from 7pm – 9pm at Flag Point
- b. Bid Results – Sewer/Water Line Installation – Heritage Park
-Town Manager review (6) six bid results indicating John W. Goodwin, Jr. was low bidder at \$74,944 with \$150/cy for ledge encountered.
- c. Household Hazardous Waste Collection – Hancock County Planning Commission
– August 20, 2016

-Town Manager reported the 2016 Ellsworth Area Household Hazardous Waste and Universal Waste collection is scheduled for August 20th from 9am to 1pm being held at Ellsworth High School.

d. Request for Handicap parking space designation(s)

-Town Manager indicated that the requested area for Handicap parking is not feasible and suggest sending it to Streets and Road Committee.

e. Waste Disposal Options Post 2018

-Town Manager reviewed the options between MRC and PERC noting a great deal of information, misinformation, and conjecture surrounding both options. See attachment.

-Councilor Rabs attended both meetings. Agree, a lot of information, but more concerns with MRC, one being a high risk, as they have never built a project/facility in Maine. As it stands, I feel it is in the best interest for the Town to continue with PERC.

9. Agenda Items

a. To approve resolve R #2016-78 to allow participation in the Hancock County Regional Hazardous Waste Disposal Program on August 20, 2016

It was motioned by Councilor Gauvin, seconded by Councilor York and unanimously voted to oppose resolve R#2016-78.

b. To approve resolve R #2016-79 to accept Local Road Assistance Funds for 2016-17 from MDOT in the amount of \$62,180

It was motioned by Councilor Gauvin, seconded by Councilor Carmichael, Jr and unanimously voted to approve resolve R#2016-79.

c. To approve resolve R #2016-80 to award the contract for installation of water/sewer lines in the Heritage Park extension to John W. Goodwin, Jr. for a price of \$ 74,944 with an additional \$150 per cubic yard for ledge removal to be funded from Highway Reserve.

It was motioned by Councilor Gauvin, seconded by Councilor York and unanimously voted to approve resolve R#2016-80.

d. To approve resolve R #2016-81 to approve the purchase of a stationary air compressor for the highway department from Ramsdell Auto Supply for a price of \$4,999 to be funded from Town Garage Reserve.

It was motioned by Councilor Kee, seconded by Councilor Carmichael, Jr. and voted to table resolve R#2016-81 until next town Council meeting.

Voted In Favor: Joseph York, Paul Rabs, David Kee, David Keene and Robert Carmichael, Jr..

Opposed: Paul Gauvin
Vote: Favorable - 5 – 1

- e. To approve resolve R #2016-82 to approve the Agreement Between Hancock County Sheriff's Office & the Town of Bucksport for appointment of officers as deputies of Hancock County and Memorandum of Understanding for Multi-Jurisdictional Task Force.

It was motioned by Councilor Gauvin, seconded by Councilor York and unanimously voted to approve resolve R#2016-82.

- f. To approve resolve R #2016-83 to set the mil rate for the 2016-2017 fiscal year at \$16.50 per thousand.

It was motioned by Councilor York, seconded by Councilor Gauvin and unanimously voted to approve resolve R#2016-83.

- g. To approve resolve R #2016-84 to approve Pay Requisition 10 for the Sewer Treatment Plant Project in the amount of \$1,108,518.43 to be funded from the \$7.8 million dollar temporary financing loan.

It was motioned by Councilor Carmichael, Jr. seconded by Councilor Gauvin and unanimously voted to approve resolve R#2016-84.

- h. To approve resolve R #2016-85 to authorize execution of the Municipal Joinder Agreement with the Municipal Review Committee for disposal of solid waste post-2018.

It was motioned by Councilor York, seconded by Councilor Kee and voted to approve resolve R#2016-85.

Vote In Favor: Joseph York, David Kee and Robert Carmichael, Jr.
Opposed: Paul Rabs, David Keene and Paul Gauvin
Vote: 3 – 3 Vote Failed

- i. To approve resolve R #2016-86 to contract with the owners of the Penobscot Energy Recovery Company for disposal of municipal solid waste post-2018 pursuant to the terms and conditions of the attached Waste Disposal Agreement.

It was motioned by Councilor Gauvin, seconded by Councilor York and voted to approve resolve R#2016-86

Voted In Favor: Paul Rabs, David Keene and Paul Gauvin
Opposed: Joseph York, David Kee and Robert Carmichael Jr.
Vote: 3 – 3 Vote Failed

- j. To approve resolve R#2016-87 to approve exceeding the 2016-17 LD1 Budget limit by \$44,208 for the 2016-17 fiscal year.

It was motioned by Councilor Gauvin, seconded by Councilor York and unanimously voted to approve resolve R#2016-87.

- k. To approve resolve R #2016-88 to vote for Susan Lessard & James Smith for appointment to the Maine Municipal Association Legislative Policy Committee for the 2016 – 2018 term

It was motioned by Councilor Gauvin, seconded by Councilor Carmichael, Jr. and unanimously voted to approve resolve R#2016-88.

- l. To approve resolve R #2016-89 to approve the 2016-17 Memorandum of Understanding between the Town of Bucksport and The Bucksport Bay Healthy Communities Coalition.

It was motioned by Councilor Gauvin, seconded by Councilor Kee and unanimously voted to approve resolve R#2016-89.

- m. To approve resolve R #2016-90 to transfer a micro loan on property at 39 Franklin Street from the current owners to Wilkinson Property Management.

It was motioned by Councilor Gauvin, seconded by Councilor Kee and unanimously voted to approve resolve R#2016-90.

10. Resignations, Appointments, Assignments, and Elections - None

11. Approval of Quit Claims, Discharges, and Deeds - None

12. Town Manager Report

Town Manager's Report is hereby attached to and made a part of the minutes.

13. Set Public Hearings, and/or Hold Public Hearings and Approval of any Licenses or Permits

It was motioned by Councilor York, seconded by Mayor Keene and unanimously voted to approve Miscellaneous License for Bucksport United Methodist Church, f/b/o Spirit on the Waterfront.

It was motioned by Councilor York, seconded by Councilor Gauvin and unanimously voted to approve Vessel Liquor License for American Cruise Lines, Inc.

It was motioned by Councilor York, seconded by Councilor Kee and unanimously voted to approve Victualer License for Matthew E. Cote, Beardos LLC, d/b/a Ramona's.

It was motioned by Councilor Carmichael, Jr., seconded by Councilor Gauvin and unanimously voted to approve Victualer License for William Carrier, Jr., d/b/a Carrier's Mainely Lobster.

Hold public hearing on Liquor License for William H. Carrier, Jr., d/b/a Carrier's Mainely Lobster.

No public comments.

Close public hearing and act on License.

It was motioned by Councilor Gauvin, seconded by Carmichael, Jr. and unanimously voted to approve Liquor License for William H. Carrier, Jr., d/b/a Carrier's Mainely Lobster.

14. Discussion of Items Not on the Agenda for Council and Public

-Citizen Jim Morrison was not aware of the Question on the School Ballot asking whether or not you wish to continue with voting on the School Budget in a formal Election; and why do we have to vote this way?

-Mayor Keene indicated that when the RSU was formed, this was a requirement for three years and every three years a vote is required on this question.

-Tim Emery, former Recreation Director said he really appreciates the award, and thanks all the volunteers though out the years. Tim also made recognition to all the groups and their progress in the community since the closing of Verso Mill.

-Councilor Carmichael, Jr. was facilitator of the Waterfront meeting that included the different groups, reviewing each group and their purpose. It was great participation with all groups, working well together, will continue to collaborate, and thanked Don Houghton from The Enterprise for publishing this meeting in the paper.

-Councilor Kee encouraged folks to get involved, volunteer and be part of the solution, not the problem.

-Councilor Rabs thanked Councilor Carmichael for being facilitator of the meeting and said seven (7) different groups were involved. The meeting went very well, had great presentations, it was definitely eye opening

-Councilor Rabs also said that he visits the Marina quite often and talking with Bill Chandler, he mentioned that they are moving the docks around to make arrangements for five (5) more spaces for boats.

15. Upcoming Public Hearings, Designation of Topics for Committee Assignment, and Scheduling of Committee Meeting

a. Schedule Economic Development Committee meeting to discuss better signage

-Change from Economic Development Committee to Streets and Road Committee meeting on July 14th at 6:00 P.M.

b. Schedule Finance Committee meeting to discuss forest management plan/wood harvesting

-Finance Committee meeting on July 14th at 5:00 P.M.

16. Adjournmen

It was motioned by Councilor Carmichael, Jr., seconded by Councilor Gauvin and unanimously voted that the meeting be adjourned.

Meeting adjourned at 9:20 P.M.

Respectfully submitted,

Kathy L. Downes
Council Secretary



PO Box 914, Ellsworth, ME 04605-0914
667-5796

5a

Bucksport Shuttle Riders 2019

	April	YTD
Senior Center	1	3
Day Care	0	0
Health Center	0	3
Wen-Belle	0	0
Public Safety	0	0
Food Pantry	1	3
Knox Apts.	16	54
Credit Union	0	0
Main St	4	11
Gardner Commons	12	42
Drug Store	0	0
Family Medicine	0	0
McDonald's	0	0
Hannaford's	26	80
Rite-Aid	0	1
Hardware Store	0	2
Family Dollar	2	5
Eye Care	0	0
Other	0	0
TOTAL	62	204 as of Apr*
Taxi Transfers	0	0
Tokens	2	4

Day	Date	Driver	Cab		
Time	Pick Up At	Dropping At	Amount	Tip	
To	DANA East Transportation Inc PO BOX 914 Elliott ME 04805				
From	City Cab 186 Parkview NE Bangor Maine 04401				
		(Bucksport) April 2019			
					<div> <div> <div>13119</div> <div>5</div> <div>4100</div> <div>44</div> </div> <div> <div>00</div> <div>509</div> <div>Ed</div> </div> </div>
4/3	930 61 RT 1	Landing MAT			100 00
	944 Community Pharmacy	Hamford			
6	3/1018 500 Front Ridge RD	Health Center			
	4/1024 Hamford	72nd St			
	5/1053 Landing MAT	61 RT 1			
	6/1145 Health Center	500 Front Ridge RD			
4/10	930 7 2nd st	Congo church			100 00
	1000 13 Buck st	Post office			
	1015 Post office	Rite Aid			
	1026 Rite Aid	Hamford			
7	5/1031 Congo church	Post office			
	6/1035 Post office	7 2nd st			
	1116 Hamford	13 Buck st			
4/17	935 34 Poverty Ridge RD	Post office			100 00
	945 Post office	Hamford			
	1002 13 Buck st	Community Pharmacy			
8	4/1010 Community Pharmacy	Post office			
	5/1018 Post office	Rite Aid			
	6/1023 Rite Aid	Health Center			
	7/1121 Health Center	13 Buck st			
	8/1135 Hamford	34 Poverty Ridge RD			
Total:			Driver Over:		
Office:		Cash:			
Driver:		Cab Supplies:	Driver Short:		

Day	Date	Driver	Cab	
Time	Pick Up At	Dropping At	Amount	Tip
4/24	930 34 Poverty Ridge RD	BANKS SAVINGS		10000
2	955 BANKS SAVINGS	HANAFORD		
3	1000 13 BUCK ST	LIBRARY		
4	1025 LIBRARY	POST OFFICE		
5	1015 POST OFFICE	LIBRARY		
6	1023 LIBRARY	13 BUCK ST		
7	1025 BUCK ST	HANAFORD		
8	1035 LONG CHURCH	6 MILL ST		
9	1101 HANAFORD	13 BUCK ST		
10	1131 HANAFORD	34 POVERTY RIDGE RD		

TOTAL 40000

Total:	Driver Over:
Office:	Cash:
Driver:	Cab Supplies:
	Driver Short:



The Maine Water Company
93 Industrial Park Road
Saco, ME 04072-1804

T: 207.282.1543
F: 207.282.1544
www.mainewater.com

May 14, 2019

Jef Fitzgerald
Town of Bucksport
P.O. Drawer X
Bucksport, ME 04416

Dear Jef,

As authorized by the Bucksport water system charter, The Maine Water Company is requesting an extension of the property tax exemption for the period July 1, 2019 to June 30, 2024.

The first exemption has been in place since 1997 and the second exemption, specific to the water storage tank on Silver Lake Road was first approved in 2014 following completion of the tank. Combined, these tax exemptions help to keep water rates lower than they otherwise would be for the citizens of Bucksport.

We pass all savings from the exemption through to the customers. Please let me know if you need any additional information in order to have the Town approve this new extension.

Sincerely,

A handwritten signature in black ink, appearing to read "Rick Knowlton".

Rick Knowlton
President

Maine Water Company's Bucksport Property Values-Exemption Proposal for 2019-20

Compiled by the Bucksport Tax Assessor

Property Information				Proposed Taxable Values			Proposed Exempt Values		Valuation	
Trio	M/L	Location	Acres	Buildings	Land Val.	Bldg. Val.	Taxable	Exemption	Description	(Totals)
701	1/55	Silver Lake Rd.	0.92	C. tank, gar.	\$55,200	\$233,330	\$288,530	\$500,000	2013 Tank	\$788,530
704	2/55	Woodland Hts.	1.37	Conc. tank	\$70,970	\$270,000	\$340,970	0	n/a	\$340,970
702	33/10	189 School St.	3.2	Op's Bldgs.	\$82,300	\$575,710	\$658,010	0	n/a	\$658,010
	Real Estate Totals:		5.49		\$208,470	\$1,079,040	\$1,287,510	\$500,000		\$1,787,510
170	Personal Property: Mains, hydrants, boosters				n/a	n/a	\$212,832	\$2,115,696	Pre-2015	\$2,328,528
170	Personal Property: Treatment plant/lab equip.				n/a	n/a	\$127,431	\$166,396	Pre-2015	\$293,827
170	Personal Property Totals:				n/a	n/a	\$340,263	\$2,282,092		\$2,622,355
GRAND TOTALS:							\$1,627,773	\$2,782,092		\$4,409,865
Totals from 2014-15 for comparison							\$1,275,162	\$2,802,535		\$4,077,697

General Notes:

1. The Water Company Charter allows the Town Council to decide on different taxable/exemption amounts to suit the town's purposes.
2. The water company was bought from the mill in 1996 and has changed names several times.
3. The original 1997 agreement detailed two exemptions: the first for land and buildings not to exceed \$1,425,000 and the second for machinery and equipment not to exceed \$1,575,000 applied to the personal property account. The total was \$3,000,000. The main intent was to exempt the total of the major improvements completed in 1997 and hold the property tax bill to the water utility at the 1996 level. In this way, the customers of the water utility were provided the maximum relief possible with no negative impact on the municipality. The current proposal has the essentially same goal.
4. The \$500,000 exempted in real estate is the amount of the grant that the town got to build the 2013 water tower.

2019-20 Notes:

- The taxable value is up because of equipment added since 2014-15.
- The exempted value is down because of depreciation and discarded older items.
- The taxable value is now 37% of the total value as compared to 31% in 2014.



Town of Bucksport, Maine

ASSESSOR'S OFFICE

PO Drawer X
Bucksport, ME 04416
(207) 469-7949
jfitzgerald@bucksportmaine.gov

Dear Taxpayer:

February 15, 2019

The local tax assessor is charged by Maine law (Title 36, Section 601 M.R.S.A.) with the responsibility of assessing all *"tangible goods and chattels (property) wheresoever they are and all vessels, at home or abroad."* In keeping with this responsibility, I have enclosed a request for a BUSINESS PERSONAL PROPERTY SCHEDULE to assist you in reporting. This information is necessary for an equitable assessment and to insure that the proper party is assessed for the personal property on your premises.

The completion and filing of the schedule by the stated deadline assures your right to appeal your assessment as provided by Title 36, Section 706 M.R.S.A. which says in part... *"upon demand, the taxpayers shall answer in writing all proper inquiries as to the nature, situation and value of his property liable to be taxed in the State; and a refusal or neglect to answer such inquiries and subscribe the same bars an appeal, but such list and answers shall not be conclusive upon the assessors."*

The tax basis of personal property is the "just market value" that considers the costs of the item, including taxes, freight, fees, insurance, installation, assembly and testing of the equipment. For municipal assessment purposes, just market value is generally expressed as the replacement cost less depreciation. Items are not depreciated to a zero value if there is potential for their use.

Under Maine law it is your responsibility to furnish requested information about taxable property in your possession. If you fail to file a timely declaration, your assessment will be estimated and you will be barred by law from your right to an appeal. If you are in business on April 1, you are responsible for the entire year's Personal Property Tax Bill. A tax bill will be issued for your business unless the Assessor is notified in writing that it is no longer in business as of April 1st.

Attached are examples of taxable personal property and information on Maine's tax relief programs for businesses. Please feel free to contact me if you have any questions.

Sincerely,

Jef Fitzgerald
Bucksport Tax Assessor

Note: Recent changes to Maine's BETE Program now allow personal property tax exemptions for service providers such as salons, repair shops, medical practitioners, banks, entertainment establishments, places of lodging, etc. See the back side of this sheet for details.

Examples of Taxable Business Personal Property:

- **Commercial tools & equipment:** such as devices to build, process, service, handle, repair, etc.
- **Communication Equipment:** such as telephone systems, microwave towers, transmitters, etc.
- **Furnishings and Fixtures:** such as appliances, chairs, desks, shelves, lighting, displays, etc.
- **Industrial Equipment:** such as production machinery, fork lifts, carts, racks, spare parts, etc.
- **Leased, loaned or rented items:** vending machines, furnishings, water coolers, floor mats, etc.
- **Leasehold improvements:** such as portable signs, installed counters, displays, partitioning, etc.
- **Non-excised equipment:** such as construction machinery, skidders, trailers (all types), etc.
- **Office & Retail equipment:** such as computers, cash registers, postage and copy machines, etc.

Tax Relief: *Maine Revenue Services administers programs aimed at providing eligible Maine taxpayers with relief. The following programs are designed to help businesses.*

1. Business Equipment Tax Exemption Program (BETE)

BETE is a 100% property tax exemption for eligible property first subject to tax on or after **April 1, 2008**. There is no time limit on the length of exemption. The BETE application is to be filed by April 1st of each year with the local assessor even if no changes in property status occur. An extension of time is available if the deadline cannot be met.

Eligible business equipment includes repair parts, replacement parts, replacement equipment, additions and accessories to other business property and inventory parts. Property that does not qualify includes office furniture, lamps and lighting fixtures used primarily for general office or worker lighting, property owned or used by an excluded person, telecommunications personal property, gambling machines or devices, and property located at a retail sales facility and used primarily in a retail sales activity.

BETE does not entirely replace BETR (see below); the BETR application must be filed to receive reimbursement.

2. Business Equipment Tax Reimbursement Program (BETR)

BETR reimburses local property taxes paid on qualified business property. Generally, eligible business equipment first placed in service in Maine **after April 1, 1995, but on or before April 1, 2007** may qualify. BETR continues for certain retail equipment even if placed in service in Maine after 4/1/07. After your property has been assessed and your taxes paid, you are then eligible for reimbursement from the State of Maine of those taxes paid on qualifying business property. In order to receive the reimbursement you must complete an Assessor Notification (Form 801), have it signed by the Assessor, and present it to the State of Maine with proof of payment of taxes.

YOU MAY CONTACT THE ASSESSOR IF YOU WOULD LIKE THE 801 FORM FILLED OUT FOR YOU.

Questions regarding these programs may be directed to: Maine Revenue Services, Income/Estate Tax Division, PO Box 9107, Augusta, ME 04333-9107, Telephone (207) 626-8475 or see:

<http://www.state.me.us/revenue/propertytax/homepage.html> .

***36 M.R.S.A §706. TAXPAYERS TO LIST PROPERTY, NOTICE, PENALTY, VERIFICATION**

Before making an assessment, the assessor... may give seasonable notice in writing to all persons liable to taxation in the municipality... to furnish to the assessor... true and perfect lists of all their estates, not by law exempt from taxation, of which they were possessed on the first day of April of the same year.

The notice to owners may be by mail directed to the last known address of the taxpayer or by any other method that provides reasonable notice to the taxpayer. If notice is given by mail and the taxpayer does not furnish the list, he is barred of his right to make application to the assessor... or any appeal there from for any abatement of his taxes, unless he furnishes the list with his application and satisfies them that he was unable to furnish it at the time appointed.

BUCKSPORT BUSINESS PERSONAL PROPERTY SCHEDULE 2019-20

Town of BUCKSPORT, PO Drawer X, BUCKSPORT, ME 04416

NOTICE: This schedule is required under Maine State Statute, Title 36, Sections 601 and 706.

***Taxpayers who do not provide requested information
will by law, lose their right to appeal.***

Return to BUCKSPORT TAX ASSESSOR by 4/15/2019 to secure your appeal rights.

Indicate any address changes here:

Contact Name & Title: Rich Serino - Accountant

E-mail Address: rserino@Mainewater.com

Telephone No. 800.287.1643

☐ Check here if the business has NO CHANGES in the past year, then sign and date on page 2.

☐ Check if the business MOVED out of town or CLOSED, then sign and date on page 2.

GENERAL INSTRUCTIONS:

List the cost, year made and date of acquisition of all machinery and equipment, furniture and fixtures, computer equipment and leased equipment owned as of **April 1st** of this year. Owners that wish to use other reporting methods may do so if all the information requested on this form is furnished.

If you have filed before, it is not necessary to list items for which there is no change in status. Please itemize those things that were added or disposed of since your last return. Lump sum category totals by year are acceptable for individual items worth less than \$500 each (for example, "2018 tools"). If additional space is needed, feel free to attach additional pages.

Please contact the Assessor if you would like a copy of your list from last year sent to you.

ADDITIONS since your last year's list (First-time filers must provide a complete list)

Quantity	Item description: year, make and model	Mo./Yr. acquired	Cost/each
	See Attached		

DELETIONS since your last year's list

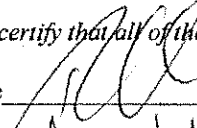
Quantity	Item description: year, make and model	Mo./Yr. acquired	Cost/each
	See Attached		

LEASED, BORROWED or RENTED PERSONAL PROPERTY

List below any personal property located at your place of business that is borrowed, leased or rented by you from someone else who is responsible to pay the property taxes. If you are responsible to pay the property taxes, list the items above in ADDITIONS. You may be assessed for the property as the party in possession regardless of ownership.

Full name & address of property owner	Quant.	Item: year, make and model	Cost each	Annual rent
		N/A		

I hereby certify that all of the foregoing information is correct to the best of my knowledge.

Signature  Date 5/13/19
 Title: Accountant Location: 93 Industrial Park Rd, Suco, ME

NOTE: This form must be returned by April 15th of this year. Please notify the Assessor if you need a time extension. If information is not returned as requested, an estimated value will be used to generate your personal property tax bill for the coming year and you will be unable to appeal.

8a

RESOLVE #2019-47 TO APPROVE THE ABATEMENT OF UNCOLLECTIBLE
PERSONAL PROPERTY TAXES

Whereas, the following businesses are no longer located in Bucksport, and

- | | |
|------------------------------------|----------|
| a. Endless Summer Tanning 2018 | \$114.80 |
| b. Ramona's Restaurant 2017 & 2018 | \$235.72 |
| c. Sun Raes Tanning 2017 | \$57.75 |
| d. Tudela (State Farm) Insurance | \$60.91 |

Whereas, the Town of Bucksport has no means of collecting these personal property taxes levied for the years 2017- 2018, and

Be it resolved by the members of the Bucksport Town Council in Town Council assembled to approve abatement of all outstanding personal property taxes interest and fees in the amount of \$469.18.

Acted on May 23, 2019

Yes _____ No _____ Abstained _____

Attested by:

Jacob Gran, Town Clerk

**RESOLVE #R 2019-48 TO USE PUBLIC SAFETY BUILDING RESERVE FUNDS FOR
INSTALLATION OF GARAGE DOOR SENSORS AT THE PUBLIC SAFETY
BUILDING**

Whereas, the Town of Bucksport maintains a Public Safety Building for the use of the Fire, Police, EMS & Dispatch services for the Town, and

Whereas, the Public Safety Building has bays for the storage of police and fire vehicles, and

Whereas, sensors for the bay doors are no longer operational, and

Whereas, it is the recommendation of the Town Safety Committee that sensors be replaced for the safety of employees and visitors to the facility as well as to avoid accidental property damage due to accidental door operation, and

Whereas, bids were obtained from two vendors for sensors to be located on the 7 bay doors and the low bidder was PDQ Door for a cost of \$3,000,

Be it resolved by the Town Council in Council assembled to expend \$3,000 from Public Safety Building Reserve for the replacement of 7 bay door sensors.

Acted on May 23, 2019

Yes____ **No**____ **Abstained**_____

Attested by Jacob Gran, Town Clerk

8C

**R #2019-49 AUTHORIZING THE TOWN MANAGER TO WRITE OFF
UNCOLLECTED AMBULANCE CHARGES FOR THE PERIOD OCTOBER 2, 2014 TO
DECEMBER 2, 2015**

Whereas, the Town of Bucksport operates ambulance services; and,

Whereas, the Town of Bucksport collects for fees for services of the ambulance service; and,

Whereas, from time to time, the Town of Bucksport has uncollected charges on its financial books;
and,

Whereas, the Town Manager has uncollected ambulance charges totaling \$47,893.60 for the period
October 2, 2014 through December 2, 2015, and \$1,520.88 for those that are now deceased,

Be it resolved by the Bucksport Town Council in Town Council assembled that the Town of
Bucksport approve the action by the Finance Director to write off uncollected ambulance charges in
the amount of \$49,414.48.

Acted on May 23, 2019

Yes ____ No ____ Abstained ____

Attested by: Jacob Gran, Town Clerk

WRITE OFF REQUEST TO COUNCIL CREATED [REDACTED]

ACCT#	DOS	AMOUNT
A1-683-15	6/4/2015	\$656.80
A2-030-15	7/31/2015	\$680.20
A1-239-15	11/11/2015	\$637.00
A1-313-15	12/26/2015	\$576.40
A1-090-15	9/14/2015	\$578.20
A1-320-15	12/31/2015	\$560.20
A1-167-15	10/3/2015	\$223.00
A1-168-15	10/4/2015	\$552.10
A1-036-15	7/15/2015	\$604.30
A1-287-15	12/7/2015	\$618.10
A1-577-15	4/22/2015	\$100.00
A2-038-15	8/3/2015	\$580.00
A2-137-15	5/28/2015	\$584.50
A2-136-15	5/28/2015	\$223.00
A1-736-15	6/29/2015	\$900.60
A1-468-16	3/31/2016	\$163.12
A1-250-15	11/18/2015	\$646.90
A1-438-15	2/15/2015	\$66.17
A1-307-15	12/21/2015	\$580.00
A1-656-15	5/22/2015	\$625.00
A1-306-15	12/20/2015	\$700.90
A1-295-15	12/15/2015	\$100.90
A1-563-15	4/9/2015	\$223.00
A1-637-15	5/13/2015	\$600.10
ST-007-15	9/14/2015	\$655.00
A1-042-15	7/18/2015	\$652.30
A2-080A-14	12/26/2014	\$542.20
A2-056-14	10/2/2014	\$632.50
A1-189-15	10/16/2015	\$168.19
A1-171-15	10/7/2015	\$557.50
A1-096-15	9/16/2015	\$171.38
A1-081-15	9/12/2015	\$672.10
A1-221-15	11/6/2015	\$669.40
A1-131-15	9/24/2015	\$655.00
A1-369-16	1/27/2016	\$169.27
A1-012A-15	7/22/2015	\$60.12
A1-092-15	9/14/2015	\$651.40
A1-419-15	2/3/2015	\$116.18
A2-043-15	8/4/2015	\$117.77
A1-190-15	10/17/2015	\$646.90
A1-562-15	4/9/2015	\$50.00
A2-017-16	8/22/2016	\$223.00
A1-281-14	11/2/2014	\$599.50
A1-202-15	10/25/2015	\$223.00

ACCT#	DOS	AMOUNT	
A2-057-15	8/10/2015	\$223.00	
A1-279-15	12/1/2015	\$223.00	
A1-276-15	11/30/2015	\$223.00	
A1-286-15	12/6/2015	\$522.40	
A2-039-15	8/4/2015	\$150.00	
A3-014-15	6/29/2015	\$607.00	
A1-200-15	10/24/2015	\$223.00	
A1-410-15	1/28/2015	\$200.00	
A1-549-15	4/4/2015	\$518.80	
A1-351-15	1/4/2015	\$92.80	
A1-237-15	11/11/2015	\$230.65	
A2-007-15	7/15/2015	\$528.70	
A2-076A-14	12/12/2014	\$223.00	
A1-271-15	11/28/2015	\$223.00	
A1-211-15	10/31/2015	\$223.00	
A1-467-15	2/27/2015	\$604.30	
A2-029-15	7/31/2015	\$629.80	
A1-684-15	6/4/2015	\$563.80	
A1-558-15	4/8/2015	\$223.00	
A1-067-15	8/20/2015	\$663.10	
A1-394-15	1/22/2015	\$651.40	
A1-335-16	1/8/2016	\$223.00	
A1-408-15	1/26/2015	\$223.00	
A1-230-15	11/8/2015	\$527.80	
A1-462-15	2/26/2015	\$97.48	
A1-640-15	5/14/2015	\$105.17	
A1-181-15	10/13/2015	\$717.10	
A1-077-15	9/8/2015	\$223.00	
A1-180-15	10/13/2015	\$501.70	
A1-513-15	3/21/2015	\$611.80	
A1-159-14	9/22/2014	\$610.60	
A1-571-15	4/13/2015	\$649.60	
A3-011-15	3/13/2015	\$580.00	
A1-659-15	5/25/2015	\$568.30	
A1-436-15	2/14/2015	\$223.00	
A2-020-15	7/27/2015	\$507.10	
A1-112-14	9/6/2014	\$223.00	
A1-654-15	5/21/2015	\$200.00	
A2-056-15	8/9/2015	\$223.00	
A1-666-14	6/14/2014	\$223.00	
A2-013-15	7/23/2015	\$526.90	
A1-635-15	5/13/2015	\$625.00	
A2-101-15	2/7/2015	\$661.30	
A1-433-15	2/11/2015	\$100.00	

A1-675-15	5/31/2015	\$57.49	
ACCT#	DOS	AMOUNT	
A2-121-15	3/31/2015	\$591.70	
A1-649-15	5/19/2015	\$633.10	
A1-191-15	10/17/2015	\$223.00	
A1-138-15	9/25/2015	\$101.98	
A2-119A-15	12/26/2015	\$608.80	
A1-257-15	11/22/2015	\$592.00	
A3-025-15	8/30/2015	\$658.30	
A1-455-15	2/22/2015	\$527.80	
A1-680-15	6/3/2015	\$305.21	
A1-460-15	2/25/2015	\$602.80	
A1-233-15	11/9/2015	\$650.50	
A1-671-15	5/29/2015	\$117.77	
A1-244-15	11/15/2015	\$223.00	
A1-425-15	2/6/2015	\$86.55	
A1-463-13	2/17/2013	\$601.90	
A1-570-15	4/12/2015	\$574.00	
A1-161-15	10/1/2015	\$528.70	
A2-093A-15	10/4/2015	\$552.10	
A1-170-15	10/6/2015	\$223.00	
A1-680-14	6/20/2014	\$655.00	
A1-209-15	10/30/2015	\$669.40	
A1-274-15	11/29/2015	\$223.00	
A1-172-15	10/7/2015	\$557.50	
A1-284-15	12/6/2015	\$223.00	
A2-059-15	8/10/2015	\$223.00	
A1-062-15	8/8/2015	\$544.00	
A2-067-15	8/13/2015	\$542.20	
A1-282-15	12/2/2015	\$223.00	
		\$47,893.60	

ACCT #	DOS	AMOUNT	
Deceased			
A1-096-16	8/12/2016	\$100.00	
A1-553-15	4/6/2015	\$579.10	
A-627-17	4/2/2017	\$99.58	
A1-420-16	3/10/2016	\$173.00	
A1-338A-16	11/28/2016	\$569.20	
		\$49,414.48	

8d

RESOLVE #R 2019- 50 TO APPROVE A CONTRACT WITH COASTAL FOR ZERO—
SORT RECYCLING

Whereas, the Town of Bucksport seeks has improved its annual recycling percentage through implementation of zero sort recycling, and

Whereas, due to changes in the market for recyclables the price of the contract with Casella Waste Systems has risen to \$145 per ton, and

Whereas, Coastal Resources of Maine offers a zero-sort recycling program that is now available in this region, and

Whereas, the cost per ton for recyclables through Coastal Resources of Maine is \$35 per ton, and

Be it resolved by the Bucksport Town Council in Town Council assembled to approve a contract with Coastal Resources of Maine for recyclables at a cost of \$35 per ton.

Acted on May 23, 2019

Yes _____ No _____ Abstained _____

Attested by:

Jacob Gran, Town Clerk

8e

**RESOLVE #R 2019-36 TO USE PUBLIC SAFETY BUILDING RESERVE FUNDS FOR
REPLACEMENT OF 4 FIRE BAY HEATERS**

Whereas, the Town of Bucksport maintains a Public Safety Building for the use of the Fire, Police, EMS & Dispatch services for the Town, and

Whereas, the Public Safety Building has fire bays for the storage of police and fire vehicles, and

Whereas, 2 of the fire bay heaters have failed and cannot be repaired due to age and the remaining two are also in poor condition, and

Whereas, it is necessary that replacement heaters will work with the existing building heating system, and

Whereas, the department has had the condition of the heaters evaluated to determine whether motor repair only is a viable option, and

Whereas, the department has received information supporting the replacement of the heaters,

Be it resolved by the Town Council in Council assembled to expend \$11,300 from Public Safety Building Reserve for the replacement of 4 bay heaters and the associated necessary electrical work.

Acted on May 23, 2019

Yes ___ No ___ Abstained ___

Attested by Jacob Gran, Town Clerk

Public Hearing:**SEC. 10-402 Truck Traffic Prohibited**

1. Vehicles registered in excess of thirty-four thousand (34,000) pounds are prohibited on the following restricted roads or streets:
 - a. Russell Hill Road
 - b. Millvale Road (from the intersection of the ~~Charlie Cole Road~~ Cross Road to the intersection of the ~~Silver Lake Road~~ River Road)
Hinks Road
 - c. Silver Lake Road
 - d. Mast Hill Road (from the intersection of the Upper Falls Road to the intersection of the ~~Dead River Road~~ Bald Mountain Road)
 - e. Bucks Mills Road (from the intersection of the ~~East Bucksport Road~~ Church Road to the intersection of Millvale Road and Central Street)
 - f. Town Farm Road
 - g. Broadway (from the intersection of Nicholson Avenue to the intersection of Central Street).
2. Exemptions to SEC. 10-402 are as follows:
 - a. Any truck registered within State weight limits and hauling to or from and for a residential property in the Town of Bucksport, with exception on Broadway no through truck traffic will be permitted, such through area being from Nicholson Avenue intersection to Central Street intersection. Trucks exempted by this section shall use the shortest route, either State or Town owned. Such determination when necessary will be made by the Bucksport Police Chief.
 - b. Any truck registered within State weight limits ~~which has been issued a permit by the Town Manager for special circumstances. A bond payable to the Town of Bucksport in the amount of ten thousand dollars (\$10,000.00) per mile may be required to cover the costs of any damage that may occur. If a bond is required, an inspection and documentation of the existing road condition must be performed prior to the issuance of a special permit and all costs associated with the special permit shall be paid by the permittee, which is hauling from a pit located in the Town of Bucksport.~~
 - c. Any prohibited vehicle that is not carrying a load other than for equipment necessary to operate the vehicle.
 - d. Any prohibited vehicle whose place of business is located on any of the cited roads may operate from that location to a work site or from a work site back to their place of business using the shortest route, either State or Town owned.
 - e. Any emergency vehicle or Town owned or leased or State-owned or leased highway maintenance vehicle.

Public Hearing: Appendix B, Council Rules to amend sections 2, 5, 18 & 34.

Appendix B Council Rules

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APPENDIX B COUNCIL RULES

SEC. 1. Regular Meetings

The regular meetings of the Town Council shall be held in the Town Office Council Chamber, or a place to be announced, at 7:00 P.M. current time on the second and fourth Thursday of each calendar month. When said day falls on a holiday or an election day, the regular meeting shall be held on the following Thursday at the same time and place.

The date of any regular meetings may be changed by an order or resolve passed at the previous meeting upon the vote of a majority of the Town Council, provided, however, that said change in date will provide for one regular meeting in each month.

SEC. 2. Special Meetings

Special meetings may be called by the Chair and in case of his/her absence, disability, or refusal may be called by three (3) members of the Town Council. Notice of such meeting shall be served in person or left at the residence of each member of the Town Council at least twelve (12) hours before the time for holding said special meeting, unless all members of the Town Council sign a waiver of said notice. Local media shall also be notified of the meeting. The call for said special meeting shall set forth the matters to be acted upon at said meeting, and nothing else shall be considered at such special meeting.

SEC. 3 Workshops

The Town Council may meet in workshop session to discuss any matter. A workshop session is open to the public and news media. At the discretion of the Chair or the Town Council, public input may be allowed. No binding vote shall be taken on any matter under discussion, but a non-binding vote on any matter under discussion may be taken.

SEC. 4 Executive Sessions

An executive session may be called only by a vote of three fifths of the members of the Town Council present and voting. No ordinances, orders, rules, resolutions, contracts, appointments, or other official action shall be finally approved at an executive session. An executive session shall not be used to defeat the purpose of 1 M.R.S.A. Sec 401.

SEC. 5 Quorum; Adjourned Meetings

A majority of the members of the Town Council shall constitute a quorum for the transaction of business, ~~but a smaller number may adjourn from time to time. At least twenty-four (24) hours notice of the time and place of holding such~~

~~adjourned meeting shall be given to all members who are not present at the meeting from which adjournment is taken, unless such absent members sign a waiver of said notice.~~

SEC. 6 Enactment Form

The Town Council shall act only by ordinance, order or resolve. All ordinances, orders and resolves shall be confined to one subject, which shall be clearly expressed in the title.

SEC. 7 Ordinance Style

All by-laws passed by the Town Council shall be termed "ordinances" and the enacting style shall be: "Be it ordained by the Town Council of the Town of Bucksport, Maine, in Town Council assembled."

SEC. 8 Order and Resolve: Style

In all votes of command, the form of expression shall be "ordered;" and of opinions, principles, facts, or purposes, the form shall be "resolved."

SEC. 9 First Reading:

Every ordinance, order or resolve shall be introduced by title only, unless by a majority vote of those present, a full reading is requested

SEC.10 Yeas and Nays Taken: When

The yeas and nays shall be taken upon the passage of all ordinances and entered upon the record of the proceedings of the Town Council by the Clerk. The yeas and nays shall be taken on the passage of an order or resolve when called for by any member of the Town Council. Every ordinance, order and resolve shall require, on final passage, the affirmative vote of four (4) members of the Town Council. In case of a tie in votes on any item, the item shall be declared lost.

SEC. 11 Ordinances: Effective Date

No ordinance shall take effect and be in full force until seven (7) days after adoption by the Town Council unless deemed to be an emergency ordinance or unless a different effective date is required by law or by ordinance.

SEC. 12 Order, Resolve: Effective Date

Orders or resolves shall take effect immediately upon passage.

SEC.13 Agenda Items

A detailed agenda shall be prepared by the Town Manager, approved by the Town Council Chair/or in his/her absence the Chair of the Ordinance Committee and distributed by the Town Clerk for each meeting. Item(s) of business may be placed on the agenda by any member of the Town Council by contacting the Town Clerk or Town Manager and indicating the item or items to be placed on the next scheduled meeting agenda. If the agenda has been released, the item may be discussed under Discussion Items, but no action may be taken by the Town

Council, but the item shall be referred to the next scheduled Town Council meeting for consideration. Any citizen may place an item on a meeting agenda by making a written request to the Town Manager or Town Clerk noting the item of business to be included. The item will be placed on the next scheduled Town Council agenda upon approval by the Town Council Chair or in his/her absence by the Ordinance Committee Chair. The item will be placed on the agenda only if it is deemed by the Chair to be appropriate for Town Council business, but the Town Council's decision will be final.

SEC. 14 Agenda Order

The order of the agenda for meetings shall be as follows:

- a. Chair calls meeting to order
- b. Roll Call by the Town Clerk
- c. Presentations of any Town Council Recognitions
- d. Consider Minutes of the Previous Meeting(s)
- e. Reports, Documents and Correspondence to the Town Council
- f. Public Hearings
- g. New Ordinances to Consider
- h. Agenda Items
- i. Town Manager's Report
- j. Discussions of Items Not on the Agenda for Council and Public
- k. Agenda Items Requiring Executive Sessions
- l. Adjournment

SEC. 15 Chair Calling Meeting to Order

Immediately after the call to order, the Chair will welcome the public and provide instruction on decorum as well as to let the public know if the meeting is being recorded.

SEC. 16 Dispensing with Agenda Items or Ordinances

- a. The Chair will read the title of the agenda item or ordinance being considered. A majority of the Town Council may request that the resolve, order or ordinance be read in its entirety.
- b. Once the agenda item has been read, any Town Council member who has or may have a conflict of interest or may want the Chair to determine whether a conflict of interest exists, will so state. The Chair will dispense with any item of conflict unless appealed to the full Council.
- c. The Chair will then direct the Town Manager, Committee Chair or other appropriate designee to provide information regarding the agenda item or ordinance under consideration.
- d. Upon receiving information, the Chair will allow members of the Town Council to ask questions relating to the agenda item or proposed ordinance.
- e. Once the agenda item or proposed ordinance has been explained and questions from the Town Council have been addressed, the Chair will

seek a motion and second. The agenda item or ordinance will fail for lack of a motion and second.

- f. Once a motion and second has been received, the Chair will open the item for public comment.
- g. Once all public comments are received, the Chair will open the item for discussion by Town Council members.
- h. Once Town Council discussion has been completed, a vote by the Town Council will be taken.

SEC. 17 Chair

At its first meeting in January of each year, or as soon as practicable thereafter, the Town Council shall proceed to elect, by majority vote of the Council membership, a Chair of the meeting who shall preside at the hour appointed for the Town Council to meet, and shall immediately call the members to order.

The process to elect the Chair will require nomination by a member of the Town Council, and majority vote by those present. In the case when there is more than one nominee, the members present will cast their ballots until one nominee is selected by the majority.

The roll shall then be recorded by the Clerk, who shall enter in the minutes of the meeting the names of the members present. Once the roll call has been recorded, the Chair will determine whether there is a quorum being present, cause the minutes of the preceding meeting to be read and proceed to business.

SEC. 18 Temporary Deputy Chair

At its first meeting in January of each year, or as soon as practicable thereafter, the Town Council shall proceed to elect, by majority vote of the Council membership, a Deputy Chair of the meeting who shall preside in the absence of the Chair at the hour appointed for the Town Council to meet, and shall immediately call the members to order.

The process to elect the Deputy Chair will require nomination by a member of the Town Council, and majority vote by those present. In the case when there is more than one nominee, the members present will cast their ballots until one nominee is selected by the majority.

The roll shall then be recorded by the Clerk, who shall enter in the minutes of the meeting the names of the members present. Once the roll call has been recorded, the Chair will determine whether there is a quorum being present, cause the minutes of the preceding meeting to be read and proceed to business.

SEC. 19 Town Council Privileges

The Chair may move, second, declare by unanimous consent, and debate from the Chair; subject only to such limitations of debate as are by these rules imposed on

all members and shall not be deprived of any of the rights and privileges of a Councilor by reason of acting as the Chair.

SEC. 20 Preserve Order; Decide All Questions of Order

The conduct of any Town Council meeting is not bound by formal rules of parliamentary procedure, such as those identified in Robert's Rules of Order. The Chair may address any question of procedure that is not otherwise addressed in these rules by invoking a rule of parliamentary procedure, or by taking any other reasonable course of action. Members of the Town Council may question a procedural ruling by the Chair, and the decision of the majority members of the Town Council on the matter shall be final.

The Chairman shall preserve decorum and order, may speak to points of order in preference to other members, and shall decide all questions of order subject to an appeal to the Town Council by motion regularly seconded, and no other business shall be in order until the question on appeal is decided.

- a. During the Town Council meetings, Councilors shall preserve Order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings nor refuse to obey the order of the Chair or the rules of the Town Council. Town Councilors desiring to speak shall address the Chair, and upon recognition by the Chair, shall not be interrupted while speaking unless called to order by the Chair, unless a point of order is raised by another member or unless the speaker chooses to yield to questions from another member. If a Town Councilor is called to order while speaking, the Town Councilor shall cease speaking immediately until the question of order is determined. If ruled to be in order, the Town Councilor shall be permitted to proceed. If ruled to be not in order, the Town Councilor shall remain silent or shall alter the remarks so as to comply with rules of the Town Council. All members of the Town Council shall accord the utmost courtesy to each other, to Town employees and to public members appearing before the Town Council and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities. Town Councilors shall confine their questions as to the particular matters before the assembly and in debate shall confine their remarks to the issues before the Town Council. Members shall be removed from the meeting for failure to comply with decisions of the Chair or for continued violations of the rules of the Town Council. If the Chair fails to act, any member may move to require the Chair to enforce the rules and the affirmative vote of a majority of the Town Council shall require the Chair to act.
- b. Public members attending Town Council meetings also shall observe the same rules of propriety, decorum and good conduct applicable to members of the Town Council. Any person making personal, impertinent, and slanderous remarks or who becomes boisterous while addressing the Town Council or while attending the Town Council

meeting may be removed from the premises if a police officer is so directed by the Chair, and such person shall be barred from further audience before the Town Council for the duration of the meeting. Unauthorized remarks from the audience, stamping of feet, whistles, yells and similar demonstrations shall not be permitted by the Chair, who may direct a police officer to remove such offenders from the premises. Aggravated cases shall be persecuted on appropriate complaint signed by the Chair. In case the Chair shall fail to act, any member of the Town Council may move to require the Chair to act to enforce the rules, and the affirmative vote of the majority of the Town Council shall require the Chair to act.

SEC. 21 Declare Votes: Cause Return of Votes

The Chair shall declare all votes, but if any member doubts a vote, the Chair shall cause a return of the members voting in affirmative and in the negative without debate.

SEC. 22 Debate: Rules of

When a question is under debate, the Chair shall receive no motion but to adjourn, or for the previous question, or to lay on the table, or to postpone to a day certain, or to refer to a committee or some administrative official, or to amend, or to postpone indefinitely; which several motions shall have precedence in the order in which they stand arranged.

SEC. 23 Motion to Adjourn: Lay on Table

The Chair shall consider a motion to adjourn as always in order except on immediate repetition; and that motion, and the motion to lay on the table, or to take from the table, shall be decided without debate.

SEC. 24 Reconsideration

When a vote is passed, it shall be in order for any member who voted in the majority, or in the negative on a tie vote, to move for reconsideration thereof at the same, or the next stated meeting, but not afterwards; and when a motion of reconsideration is decided, that vote shall not be reconsidered.

SEC. 25 Motion for Previous Question

Upon the motion for the previous question being made and seconded, the Chair shall put the question in the following form: "Shall the main question be now put?" and all debate upon the main question shall be suspended until the motion for the previous question shall be decided. After the adoption of said motion for the previous question by a majority vote, the sense of the Town Council shall be forthwith taken upon all pending amendments, and then upon the main question.

SEC. 26 Not to Be Debated or Amended

No debate shall be allowed on a motion for the previous question. Neither is it susceptible of amendment. All questions of order arising incidentally thereon must be decided without discussion whether appeal be had from the Chair or not.

SEC. 27 Manner of speaking

When a member is about to speak, he/she shall respectfully address the Chair confine himself/herself to the question under debate, and avoid personalities.

SEC. 28 Not to Interrupt

No member speaking shall be interrupted by another, but by a call to order to correct a mistake.

SEC. 29 Breach of Rules and Order

When any member shall be guilty of breach of any of the rules or orders of the Town Council, he/she may, on motion, be required to make satisfaction therefore, and shall not be allowed to vote, or speak, except by way of excuse, until he/she has done so.

SEC. 30 Member Excused from Voting: When

Every member present when a question is put shall give his/her vote, unless the Town Council, for special reasons, shall excuse him/her. Application to be so excused must be made before the Town Council is divided, or before the calling of the yeas and nays, and decided without debate.

SEC. 31 Motion to Be Reduced to Writing: When

Every motion shall be reduced to writing, if the Chair shall so direct.

SEC. 32 Division of Question

Any member may require the division of a question when the sense will admit it.

SEC. 33 Motion for Referral

A motion for referral to a committee or administrative official, until it is decided, shall preclude all amendments of the main question.

SEC. 34 Priority of Business

All questions relating to priority of business to be acted upon shall be decided without debate. A change in the date of consideration of acting on an agenda item requires a formal vote and unanimous consent of all present and voting.

SEC. 35 Suspension of Rules: Amendment or Repeal

The rules shall not be dispensed with or suspended unless five (5) of the members of the Town Council consent thereto. No rule or order shall be amended or repealed without notice, in writing, being given at the preceding meeting.

SEC. 36 Procedure for Addressing Council

Any person wishing to address the Town Council will be given an opportunity to do so in accordance with the following procedures:

1. Persons wishing to address the Town Council on an item which appears on the agenda shall wait for Town Council consideration and deliberation of such item. Prior to vote by the Town Council on the matter, discussion from the general public will be allowed. The Town Council may re-deliberate the item and then vote. No person shall be permitted to address the Town Council during the final deliberation and vote.
2. Persons wishing to address the Town Council on an item not appearing on the agenda shall do so only after disposing of all items appearing on the agenda.
3. Any person wishing to address the Town Council shall signify his desire by raising his/her hand and, when recognized by the Chair, such person shall thereupon request permission to address the Town Council, giving his/her name and address, then designating the subject matter on which he/she desires to address the Town Council.
4. Persons present at Town Council meeting are requested not to applaud or otherwise express approval or disapproval of any statements made or actions taken at such meeting.

SEC. 37 Conflict of Interest-

- a. Financial Interest: A member who has a financial interest in any contract with the Town or in the sale, purchase or lease of any land, material, supplies or services to or from the Town, shall disclose the interest and abstain from negotiating, voting upon or otherwise participating in decisions involving such contract, sale, purchase or lease unless the contract, lease or sale is awarded through a competitive bidding process. Similarly, a member who has a financial interest in any matter before the Town Council shall disclose the interest and abstain from voting on any matter involving the interest. A copy of the disclosure and the abstention shall be recorded with the Town Clerk. A member has a "financial interest" within the meaning of this section if the member has a "financial interest" within the meaning of this section if the member owns at least a ten percent interest in the business or economic entity or ten percent or more of the stock of the corporation involved in the pending transaction or matter.
- b. Relationship: A member is disqualified in any quasi-judicial matter before the Town Council, if the member is related to any of the parties within the sixth degree (second cousin). The member shall disclose the interest and abstain from voting unless all parties waive the disqualification in writing.
- c. Appearance of Conflict: A member shall avoid the appearance of a conflict of interest, whether there is a technical conflict or not, by disclosure of the facts underlying the potential conflict, and where appropriate, by abstaining from voting on the matter. If, after disclosure, the member believes the interest will affect the member's ability to make a

fair and impartial decision faithful to the public interest, the member shall abstain from voting.

- d. Participation: An abstaining member may but need not remain in the Town Council Chamber during debate or votes on that issue. An abstaining member who wishes to be heard on a matter may join other members of the public and speak as a member of the public during that portion of the meeting when the public is being heard. In no case shall an abstaining member participate in Town Council discussion or deliberation or otherwise act in an official capacity in the matter as to which the Councilor has abstained.
- e. Judgment of Qualifications: If there is any doubt as to whether a Councilor has a conflict of interest in any matter, the Chair shall determine the qualification of the challenged member. The decision of the Town Council shall be final.

SEC. 38 Right of Appeal

Any member may appeal to the Town Council from a ruling of the Chair, if that appeal is seconded. The member making the appeal may briefly state the reason for the appeal, and the Chair may briefly explain the ruling. There shall be no debate on the appeal, and no other member shall participate in the discussion. The Chair shall then put the question, "Shall the decision of the Chair be sustained?"; If a majority of the member present vote "Yes", the ruling of the Chair is sustained; otherwise, it is overruled.

SEC. 39 Forfeiture of Office

A member will forfeit his/her office of member in addition to reasons noted in Section 2.07 of the Town Charter for failing to attend ~~three consecutive~~ five regular meetings of the Town Council without being excused by a majority vote of the Town Council.

SEC. 40 Residency Requirement

A member will forfeit his/her office of member if not a resident of the Town of Bucksport. For the purpose of this section resident refers to the individual's place of domicile as defined by (M.R.S.A. 30-A Section 2001 Subsection 16). Any Town Council member who is not a resident of the Town of Bucksport is required to report his/her relocation to the Town Council at the next regularly scheduled town council meeting.

SEC. 41 Committees

At the commencement of the council year, or as soon thereafter as possible, there shall be chosen the following committees, each Committee to consist of three (3) or four (4) members of the Council as the Mayor may designate, or upon a motion, the Council may ballot:

- a. **Finance & Investments Committee** – The purpose of the Finance & Investments Committee shall be to review all items related to budgets, bonds, investments,

funds, grants, loans, TIF's, donations, Capital Improvement Planning, audits, major expenditures.

- b. **Services Committee** – The purpose of the Services Committee shall be to review all matters related to administration, department functions, social & community services, technology, appointments, employment, and negotiations.
- c. **Infrastructure & Properties Committee** – The purpose of the Infrastructure Committee shall be to review all matters pertaining public buildings and land, marina, walkway/trails, streets, sewer, water, gas, power, communications, and property acquisitions and disposal.
- d. **Regulatory Review Committee** – The purpose of this Committee shall be to review all matters related to all ordinances, Town Charter, citizen initiatives, rules, policies, and quasi-judicial matters.
- e. **Community & Economic Development Committee** – The purpose of the Community Development Committee shall be to review economic matters, comprehensive planning, public events, citizen forums, public relations. The Economic Development Committee shall consist of three members of the Town Council and no more than seven citizens at large that shall include a representative of RSU 25, and the Bucksport Bay Area Chamber of Commerce.

Committee Procedure:

- a. All Committees will be required to post an agenda at least 48 hours prior to the Committee meeting and no issue may be voted on unless it is on a posted agenda.
- b. It shall be the responsibility of the Committee Chair to discuss the development of the agenda with the assigned staff person at least 24 hours before the deadline for posting an agenda.
- c. The assigned staff person shall prepare and post the agenda.
- d. Draft minutes of each meeting will be prepared by the Staff member within five (5) business days.
- e. Committee meeting minutes shall be posted on the Town website following their voted approval by the Committee.
- f. Non-committee Council members attending a Committee meeting will have voting rights if they have been present for the entire discussion of an issue, providing that at least two of the three appointed members of the committee are present.
- g. Two appointed members of the Committee shall constitute a quorum.
- h. The Mayor shall serve as a member of all Committees for quorum purposes.

The Mayor may appoint members of the Council and/or citizens of the Town to special committees as authorized by the Town Council.

In all cases where the parliamentary proceedings are not determined by the foregoing rules and orders, "Roberts Rules of Order" shall be taken as authority to decide the course of proceedings.

SEC. 42 Procedures for Treasurer's Warrants

The treasurer may disburse money only on the authority of a warrant drawn for the purpose and signed by the Chair, or in the absence of the Chair, by the Chair of the Finance Committee. Copies of all signed treasurer's warrants will be provided to all members of the Town Council during regular town council meetings.

SEC. 43 Resolves for Employee or Citizen Recognitions

Any member of the Town Council following the procedures outlined by Section 13(Agenda Items) of this article may request recognition of any citizen or council agenda. Such recognition will be presented to the town manager or town clerk in the form of a written resolution. After and only upon favorable vote by the majority members of the Town Council, the Town Clerk will forward a copy of the resolution to the person or persons given the recognition.

Appendix B Council Rules was adopted in conjunction with the Town Code on March 9, 1978, and amended on the following dates: May 9, 1991; April 24, 1992; July 11, 1996; June 26, 2003.

Updated March 16, 2004.

Amended December 9, 2010 to replace the existing Appendix B of the Bucksport Town Code for the purposes of clarifying the rules and procedures regarding how, when and where the Town Council will conduct its business, the conditions the members will follow to conduct themselves, and how and when the public will be allowed to participate as the Town Council conducts its business.

Amended June 14, 2018 to remove Charter conflicts in Sections 1, 2, 11, 17 and 39, and to amend Section 41 to replace the committee structure.

Town Clerk notes: Several scrivener errors occurred when the Bucksport Town Code was translated to an electronic format. The following errors were corrected on August 2, 2007:

Section 15: A spelling error was corrected. "pervious" was changed to "previous".

Section 30: A spelling error was corrected. "Manger" was changed to "Manager".

Public Hearing: Appendix A, Town Charter, Article 2, Section 2.07 (2)

SEC. 2.07 Vacancies, Forfeiture of Office and Filling of Vacancies

1. Vacancies. The office of Councilman shall become vacant upon his death, resignation, removal from office, in any manner authorized by law, or forfeiture of his office.
2. Forfeiture of office. A Councilman shall forfeit his office upon final conviction of a felony or if he (a) lacks at any time during his term of office Appendix A Council-Manager Charter of the Town of Bucksport Effective 12-07-2017 6 any qualifications of the office prescribed by this Charter or by law, (b) fails to attend ~~three (3) consecutive~~ five (5) regular meetings of the Council in a calendar year without being excused by the Council.
3. Filling of vacancies. A vacancy in any elected office shall be filled for the remainder of the unexpired term, if any, at the next regular election following not less than sixty (60) days upon the occurrence of the vacancy, but the Council by a majority vote of its members shall appoint a qualified person to fill the vacancy until the person elected to serve the remainder of the unexpired term takes office.

Section 2.07 Vacancies, Forfeiture of Office and Filling of vacancies

This propose changes allowed absences at regular meetings from 3 consecutive meetings to 5 regular meetings in a calendar year without a majority vote of the Town Council.

12d

**WARRANT AND NOTICE OF ELECTION CALLING
REGIONAL SCHOOL UNIT NO. 25
BUDGET VALIDATION REFERENDUM
(20-A M.R.S. § 1486)**

TO: Jane Marston, a resident of Regional School Unit No. 25 (the "Regional School Unit") composed of the Towns of Bucksport, Orland, Prospect, and Verona Island, State of Maine.

In the name of the State of Maine, you are hereby ordered to serve upon the municipal clerks of each of the municipalities within the Regional School Unit, namely, the Towns of Bucksport, Orland, Prospect, and Verona Island, an attested copy of this warrant and notice of election. Service shall be in hand within three (3) days of the date of this warrant and notice of election. The municipal clerks of the above municipalities shall immediately notify the respective Municipal Officers. The Municipal Officers shall meet forthwith and countersign this warrant and notice of election. The Municipal Officers shall provide below for the respective municipal clerks to post or have posted this warrant and notice of election.

**TOWN OF BUCKSPORT
REGIONAL SCHOOL UNIT BUDGET VALIDATION REFERENDUM
WARRANT AND NOTICE OF ELECTION**

Hancock County, ss.

State of Maine

TO: Jacob Gran, Municipal Clerk of Bucksport: You are hereby required in the name of the State of Maine to notify the voters of this municipality of the election described in this warrant and notice of election.

TO THE VOTERS OF BUCKSPORT: You are hereby notified that a Regional School Unit budget validation referendum election will be held at the Jewett School, 66 Bridge Street in the Town of Bucksport on Tuesday, June 11, 2019 for the purpose of determining the following articles:

Article 1A: To elect a moderator to preside at said meeting.

Article 1: Do you favor approving the Regional School Unit No. 25 budget for the upcoming school year that was adopted at the latest Regional School Unit budget meeting?

Article 2: Do you wish to continue the budget validation referendum process in Regional School Unit No. 25 for an additional three years?

INFORMATIONAL NOTE ON ARTICLE 2:

A "YES" vote will require Regional School Unit No. 25 to continue to conduct a referendum to validate its annual school budget for the next three years.

A "NO" vote will discontinue the budget validation referendum for at least three years and provide instead that the annual school budget shall be finally adopted at a meeting of the voters of Regional School Unit No. 25.

The voting on Articles 1 and 2 shall be by secret ballot referendum. The polls will be opened immediately after election of the moderator following commencement of the meeting at 7:00 a.m. and closed at 8:00 p.m.

The Registrar of Voters shall hold office hours while the polls are open to correct any error in or change a name or address on the voting list; to accept the registration of any person eligible to vote and to accept new enrollments.

A person who is not registered as a voter may not vote in any election.

Given under our hand this day, May 15, 2019 at Bucksport, Maine.

Thomas Foster
Scott G. Frazier
Jenifer M. Frazier
James E. Foster

David B. Boring
Hinda M. Boring
Petra M. Boring

A majority of the School Board of Regional School Unit No. 25

A true copy of the Warrant and Notice of Election, attest:

Jane Marston
Jane Marston
Resident of
Regional School Unit No. 25

Countersigned this _____ day of _____, 2019 at Bucksport, Maine.

A majority of the Municipal Officers of Bucksport, Maine

A true copy of the Warrant and Notice of Election, attest:

Jacob Gran, Municipal Clerk
Bucksport, Maine